



MANAGEMENT OF IT PROJECT

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
Name : Siti Zarina Binti Muhamat	Name : Nurmaliza Binti Jumaat
Position: Deputy Information Technology Officer, Information Technology Division	Position: Director, Information Technology Division
Date : 7-6-2023	Date : 7/6/2023

1.0 OBJECTIVE

The purpose of this procedure is to describe the process of managing IT projects to ensure that the benefits obtained from these projects are maximized.

2.0 SCOPE

The procedure covers the processes for the management of IT projects.

3.0 ACCOUNTABILITY

Governance and Customer Care (GCC), Information Technology Division.

4.0 ABBREVIATION (If any)

4.1	BPI	: Business Process Improvement
4.2	PCR	: Project Change Request
4.3	DITO	: Deputy Information Technology Officer
4.4	FAT	: Final Acceptance Test
4.5	FPM	: Functional Project Manager
4.6	FSR	: Feasibility Study Report
4.7	ITD	: Information Technology Division
4.8	ITG	: IT Governance
4.9	JPICT	: Jawatankuasa Pemandu ICT
4.10	JTISA	: Jawatankuasa Teknikal ICT Sektor Awam
4.11	PIR	: Project Implementation Review Report
4.12	PMP	: Project Management Plan
4.13	PMRR	: Project Management Review Report
4.14	RFQ	: Request for Quotation
4.15	SDS	: System Design Specification
4.16	SRS	: Software Requirements Specification
4.17	TPM	: Technical Project Manager
4.18	UAT	: User Acceptance Test
4.19	UTICTEC	: University Technical ICT Committee
4.20	WBS	: Work Breakdown Structure

5.0 REFERENCE

- 5.1 Project Management Body of Knowledge (PMBOK), Project Management Institute
 5.2 COBIT 2019

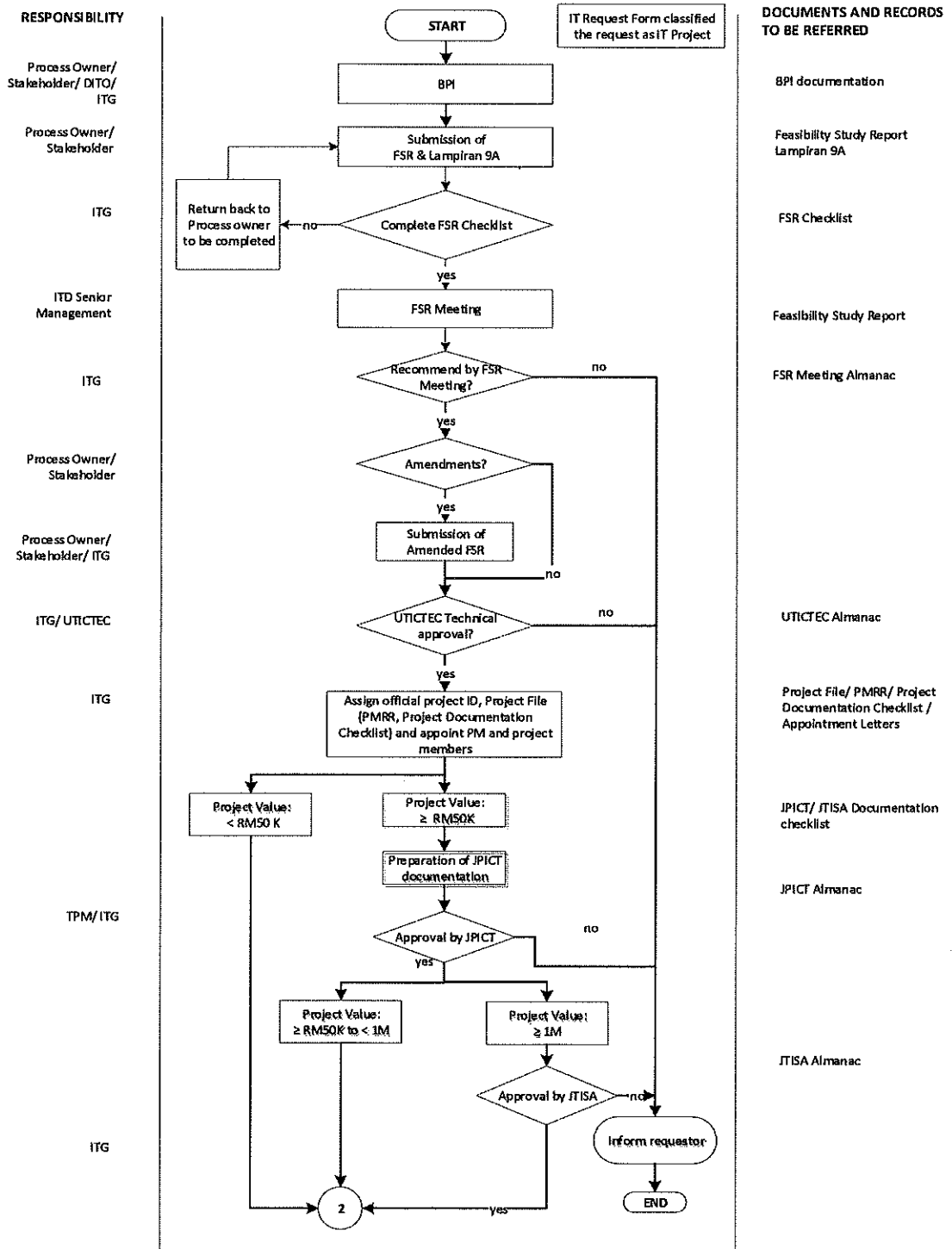
6.0 RECORD RETENTION PERIOD

NO	QUALITY RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1	IT Request Forms	Online Folder	3 Years	ITG
2	Feasibility Study Reports (FSR)	Online Folder	3 Years	ITG
3	Minutes of FSR Meetings	Online Folder	3 Years	ITG
4	Endorsement Letter	Online Folder	3 Years	ITG
5	Appointment letters for project managers and team members	Online Folder	3 Years	ITG
6	Project Management Review Report (PMRR)	Online Folder	3 Years	ITG
7	Project Charter	Online Folder	3 Years	FPM & TPM
8	Project Management Plan (PMP)	Online Folder	3 Years	FPM & TPM
9	SRS and SDS	Online Folder	3 Years	FPM & TPM
10	Project Status Reports	OnTrack System	3 Years	ITG
11	Project Change Requests	Online Folder	3 Years	ITG
12	Operation Manuals, User Manuals, System Documentation, etc.	Online Folder	3 Years	FPM & TPM
13	Project Closing Report	Online Folder	3 Years	ITG
14	Project Implementation Review Report (PIR)	Online Folder	3 Years	ITG

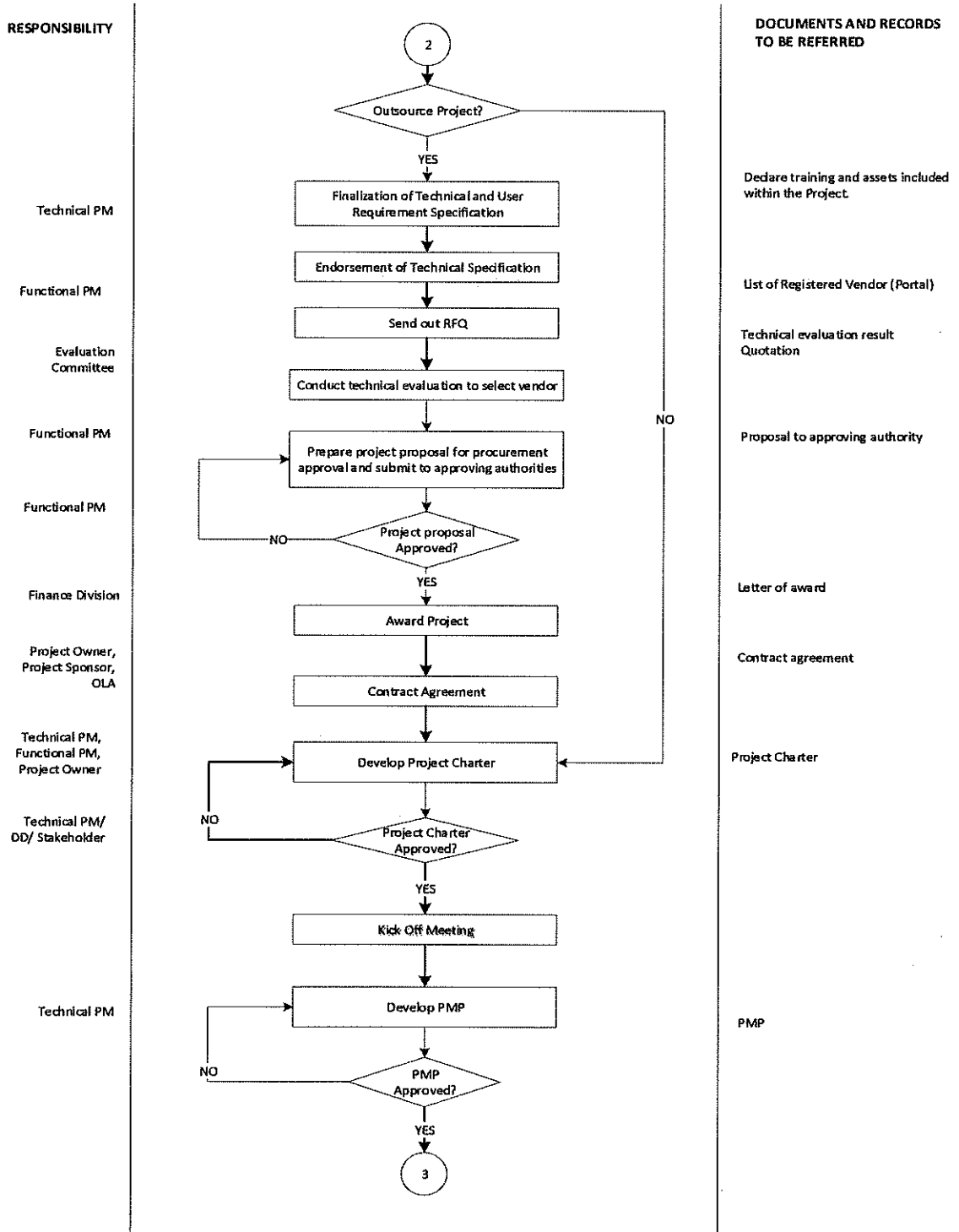
7.0 PROCESS FLOW

Version No. 02
 Revision No. 07
 Effective Date: 11/2022

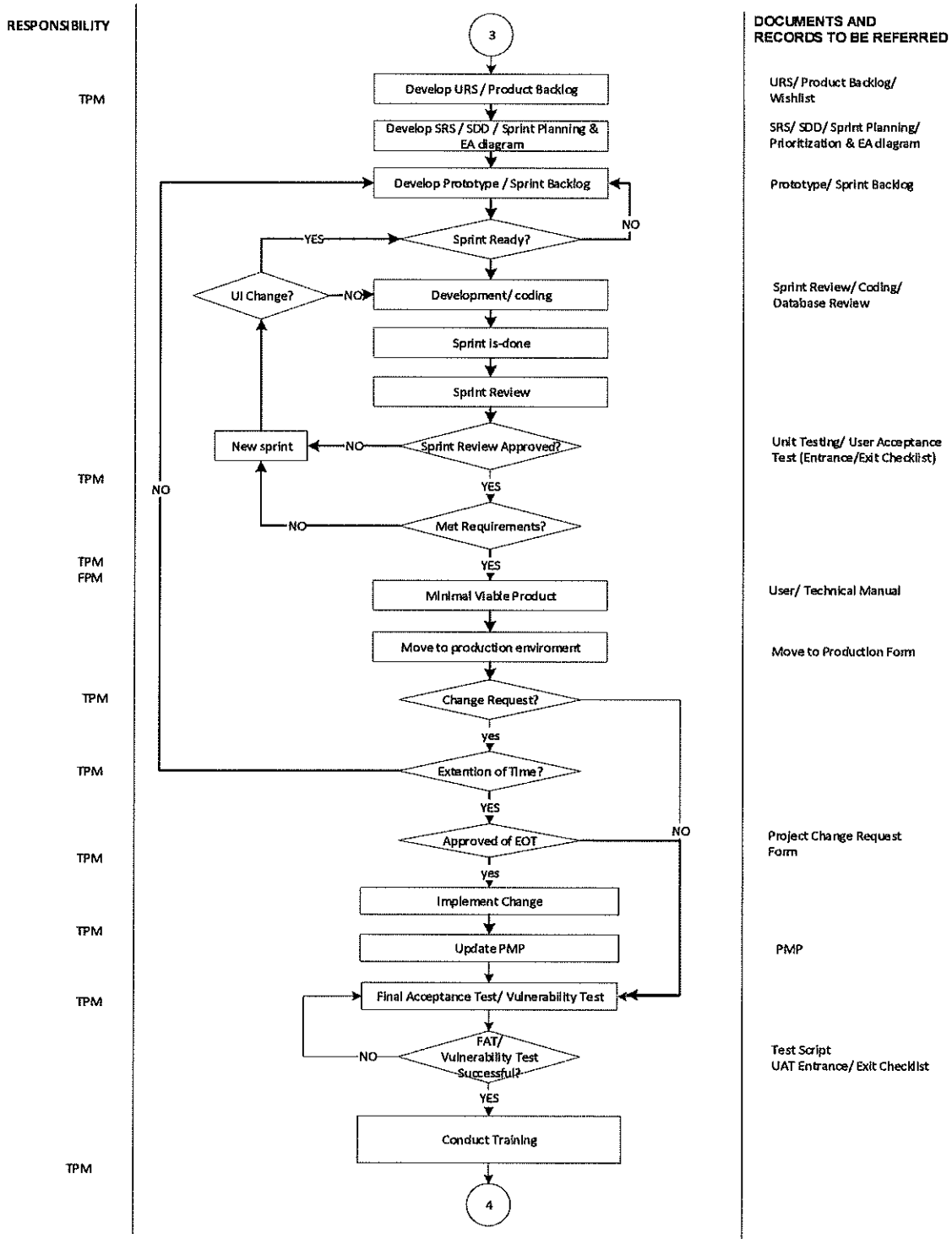
IT PROJECT MANAGEMENT (APPLICATIONS)
1. PROJECT INITIATION



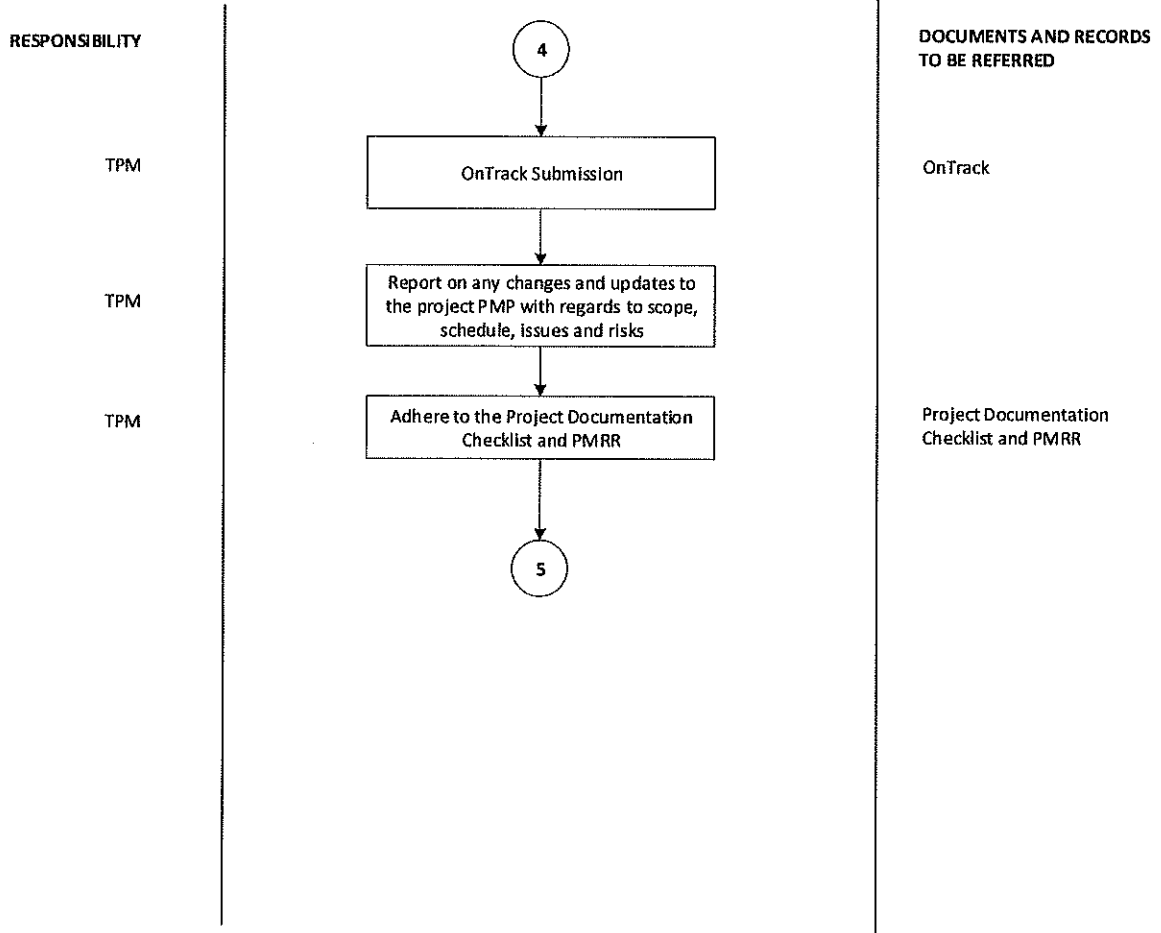
IT PROJECT MANAGEMENT (APPLICATIONS)
2. PROJECT PLANNING



IT PROJECT MANAGEMENT (APPLICATIONS)
3. PROJECT EXECUTION

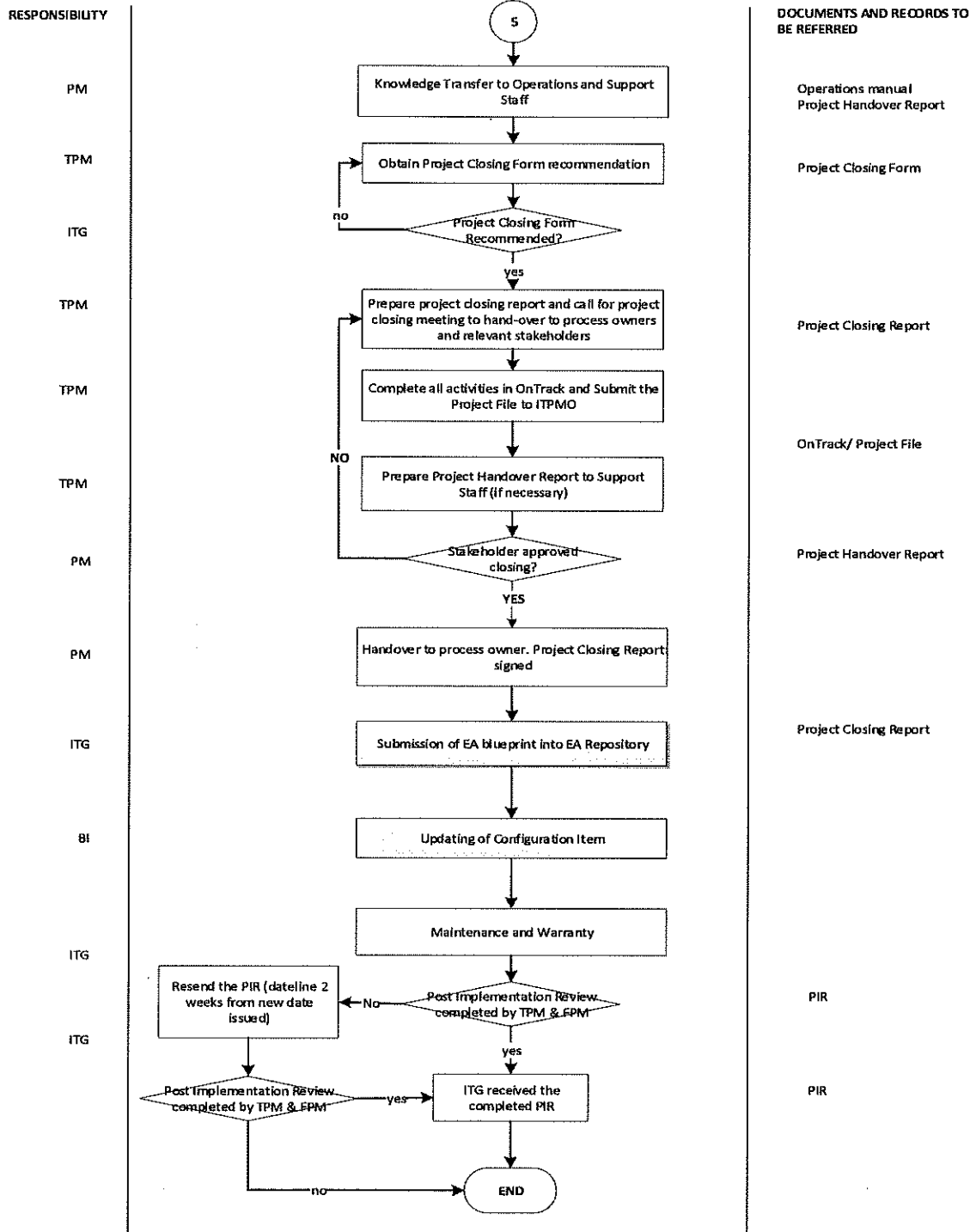


IT PROJECT MANAGEMENT (APPLICATIONS)
4. PROJECT MONITORING & CONTROLLING

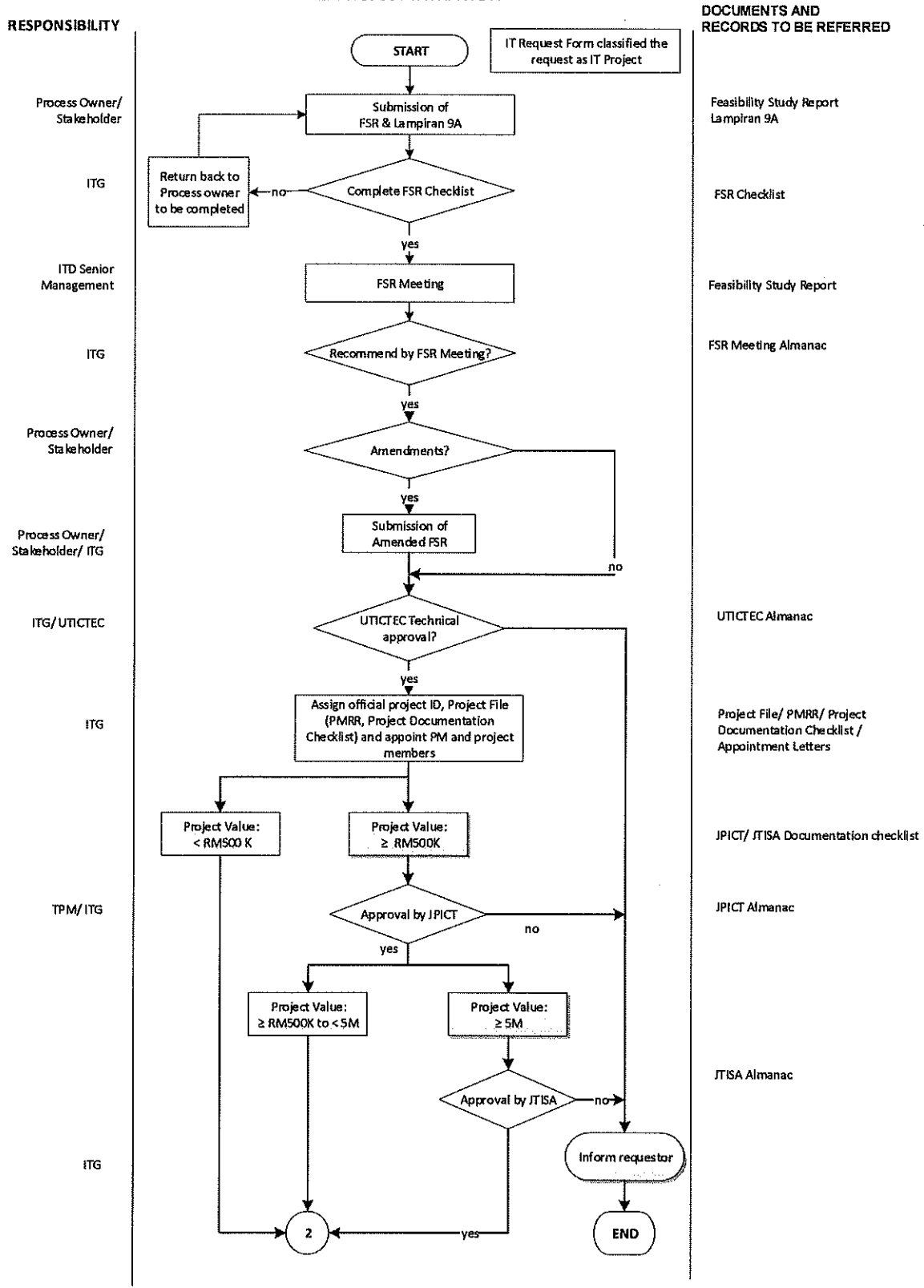




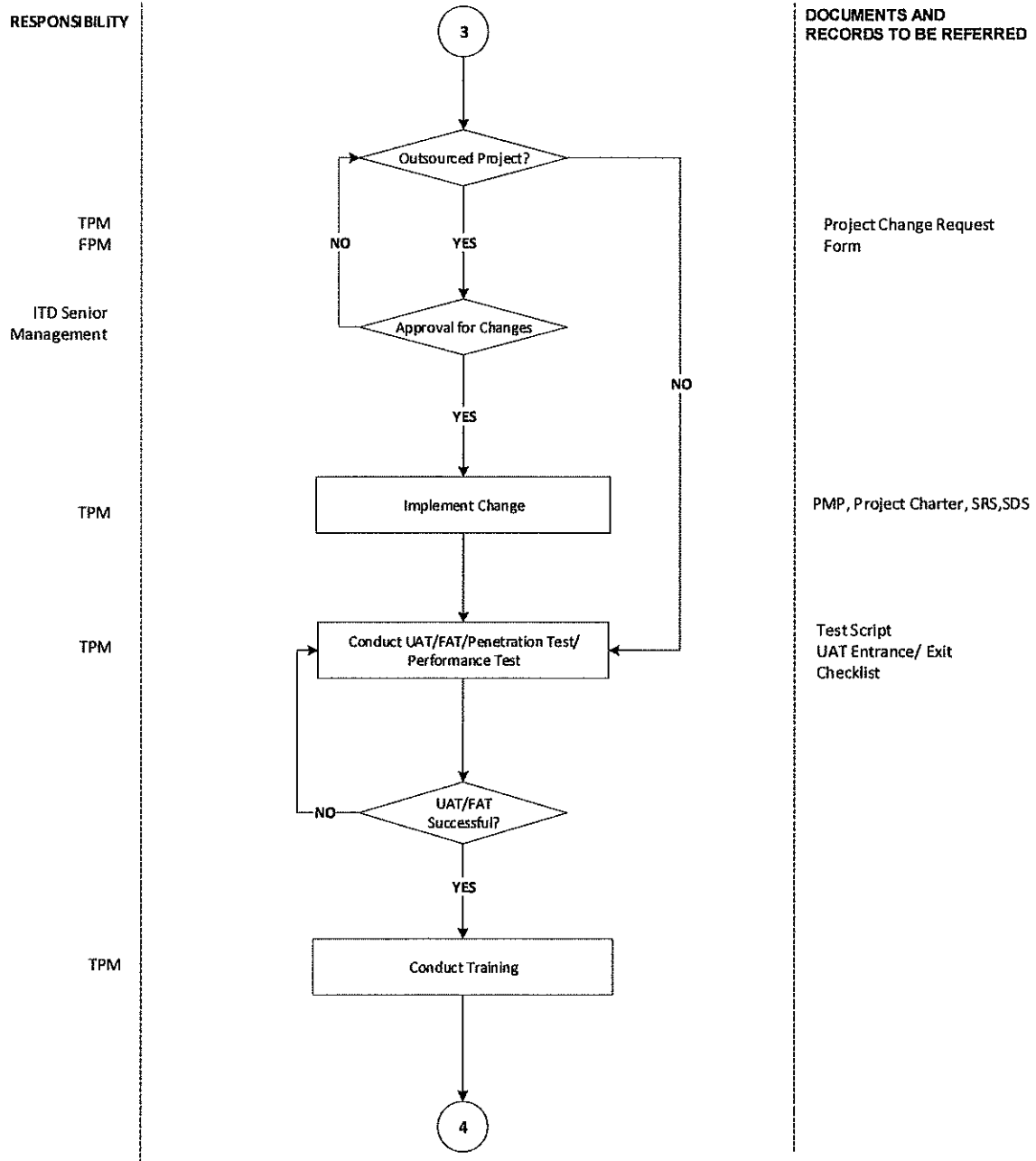
IT PROJECT MANAGEMENT (APPLICATION)
5. PROJECT CLOSING



IT PROJECT MANAGEMENT (INFRASTRUCTURE)
1. PROJECT INITIATION



IT PROJECT MANAGEMENT (INFRASTRUCTURE)
3. PROJECT EXECUTION (CHANGES INCLUDING PAYMENT)



IT PROJECT MANAGEMENT (INFRASTRUCTURE)
4. PROJECT MONITORING & CONTROLLING

RESPONSIBILITY

TPM

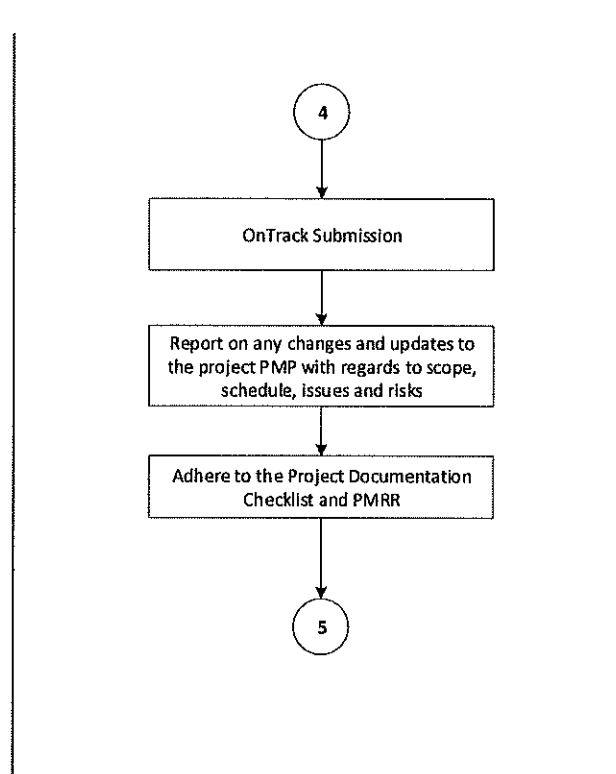
TPM

TPM

DOCUMENTS AND RECORDS
TO BE REFERRED

OnTrack

Project Documentation
Checklist and PMRR



IT PROJECT MANAGEMENT (INFRASTRUCTURE)
 5. PROJECT CLOSING

